

RHODE ISLAND SCHOOL FOR THE DEAF

NONCLASSIFIED JOB DESCRIPTION

TITLE: DIRECTOR - This position is located in the Rhode Island School for the Deaf (RISD). The position reports to the Board of Trustees of the RISD.

GENERAL STATEMENT OF DUTIES: The incumbent will be responsible for leading, managing, designing and aligning and implementing the strategic goals and objectives of the Rhode Island School for the Deaf as established by the Board of Trustees.

LEADERSHIP, MANAGEMENT AND COLLABORATION: The functions of leadership, management and collaboration are to be integrated so as to achieve both product and process objectives. Teamwork and mutually supportive methods are ascribed as successful outcomes and are necessary for providing high quality service and achieving high standards of performance. Work must be conducted in ways that include and involve those who have a stake in the outcome, most specifically the students of the RISD, and must ensure that issues related to equity and special needs are addressed in a comprehensive fashion.

The Director of the RISD must possess an uncompromising belief in both the capacity of all children to learn to high levels and be successful, and in the power of a catalytic school leader to provide the conditions which make that possible. Must be a strong advocate for students and schools and demonstrate a positive commitment to their role of the RIDE as an advocate for all children, but most specifically, students attending the RISD.

SUPERVISION RECEIVED: Works in cooperation with colleagues with considerable latitude for the exercise of initiative and independent judgment; work is reviewed upon completion of results obtained and on collaborative process used in achieving results. The Director is subject to an annual performance assessment conducted by the Board of Trustees.

SUPERVISION EXERCISED: Facilitates, directs, coordinates and assesses the work of professional, internal and external technical, and support staff. Work is reviewed in process, as necessary, and upon completion for achievement of desired results, as are collaborative processes used in achieving results.

ILLUSTRATIVE EXAMPLES OF WORK AND ESSENTIAL FUNCTIONS Incumbents are responsible for leading, managing planning, developing, and implementing strategies towards the goal of "all Rhode Island students being ready for college, careers and life."

Develop strategic processes to ensure alignment with state standards, assessments and structures for accountability to ensure high quality instructional delivery to all students; identify goals, objectives and activities for relevant and developmentally appropriate instructional programs.

Collaborate with Board Chairperson to enable the Board to achieve excellence in its governance function; promote and facilitate effective working partnerships between the Board and the school community.

Ensure the quality and delivery of programs offered at and by the RISD including community-based programs and outreach that provide services to Deaf and Hard-of-Hearing.

Recruit, hire, train and evaluate all staff; review and update position descriptions as needed; supervise, manage and oversee administrative and operational support staff.

Identify standards for performance and work collaboratively with appropriate staff to set, implement and meet performance goals.

Actively promote the RISD its mission, programs and services in a strong, positive image to all stakeholders.

Actively promote awareness and understanding of Deaf and Hard of Hearing issues by building positive relationships with clients, students and their families and community resources.

Collaborates with LEA's to develop parent-friendly materials to help parents know the policies and practices that work to help students attain the skills and knowledge necessary for college and careers

Performs other duties and takes on necessary responsibilities as assigned/needed.

REQUIRED QUALIFICATIONS KNOWLEDGE AND SKILLS:

Documented experience in working with students with disabilities; experience in working with Deaf and Hard of Hearing students preferred.

Excellent communication skills both in writing and giving presentations to audiences with multiple stakeholders.

Results-oriented, achievement-driven approach to tasks and strong attention to detail and excellent organizational skills; ability to work independently and take initiative; highly developed leadership and interpersonal skills; the ability to maintain positive working relationships in a diverse environment.

Flexibility, ingenuity and courage applied appropriately to address the needs of the students in the varied communities of RISD to the end that all become highly successful.

Capacity to advocate and negotiate representing the RI School for the Deaf in collective bargaining situations.

Knowledge of legislative, ethical and education management in order to effectively manage a state operated public school; understanding of the distinct roles necessary for leadership and management including increasing students' instructional success, oversight of building operations, teacher coaching/mentoring and meaningful community engagement.

Communication, organizational and management skills of a high order, including the ability to plan, implement, receive information and directives and disseminate information and to communicate clearly and effectively with all stakeholders.

Knowledge of applicable Federal, State, and Local laws, rules, and regulations.

EDUCATION: Master's Degree in Education Administration, Leadership or a related field; doctoral degree preferred.

EXPERIENCE: Minimum ten years' experience working in education (including teaching) with a minimum of five years administrative experience with an excellent documented track record of effectiveness in a leadership position. **and/or** any combination of knowledge, skills and experience that is substantially equivalent.

PREFERRED QUALIFICATIONS:

Experience with and/or knowledge of American Sign Language

Knowledge/understanding of assistive listening devices – such as hearing aids and cochlear implants

Reasonable accommodations can be made for qualified individuals with a disability.
September, 2011



RHODE ISLAND SCHOOL FOR THE DEAF

BOARD OF TRUSTEES

One Corliss Park

Providence, RI 02908

October 14, 2011

Dear interested RISD Director Applicants,

We first want to thank you for your commitment to high quality education and interest in the RISD community. We look forward to reviewing your application.

The Commissioner of Education identified the School on March 29, 2011 as “Persistently Lowest Achieving” – a designation under state law that requires the School to embark upon significant reform to improve student achievement. The Board remains steadfast in meeting this challenge as well as conducting a thorough and comprehensive search for a new Director.

Please visit the RISD school website and review several items within ‘PLA Info’ link as well as recent letters on the main webpage: *Letter to Parents – Stakeholders* and letter from the *Commissioner to the Board Chairperson, October 5, 2011*.

As you can see, our work, dedication, and commitment is a testament of our unwavering commitment to the young people who are at the center of this effort: our students.

All correspondences will be handled with confidence through Personnel Specialist, Sharon Salisbury and Board Chairperson.

We look forward to a successful school year and continued support from the RI Department of Education as we develop and implement a reform plan that will support improved achievement for the students.

Sincerely yours,

Travis R. Zellner
Board of Trustees, Chairperson